

LEEDS
INSTITUTE OF MANAGEMENT
JUL 10 1992
RUTGERS UNIVERSITY

AGREEMENT
between
HADDON TOWNSHIP BOARD OF EDUCATION
and
HADDON TOWNSHIP
DEPARTMENT CHAIRPERSONS' ASSOCIATION
July 1, 1991 - June 30, 1994

ARTICLE I. PREAMBLE

This Agreement entered into this 1st day of July, 1991, by and between the Haddon Township Board of Education, hereafter called the "Board", and the Haddon Township Department Chairpersons' Association, hereafter called the "Association".

ARTICLE II. RECOGNITION

A. The Association recognizes the Board as the representative of the government of the State of New Jersey charged with the responsibility under the law of operating public schools in the Township of Haddon.

B. In accordance with N.J.S.A. 34:13A-1 et. seq., the Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations, grievances and terms and conditions of employment for all certified Department Chairpersons employed by the Board.

C. The Supervisor of Computer Services shall be considered a Department Chairperson for purposes of this Agreement.

ARTICLE III. NEGOTIATION OF SUCCESSOR AGREEMENT

A. The parties agree to enter into collective negotiation for a successor Agreement in accordance with N.J.S.A. 34:13A-1 et. seq., in a good faith effort to reach agreement on all matters concerning the terms and conditions of Department Chairpersons' employment. Such negotiations shall begin in accordance with the rules and regulations of the Public Employment Relations Commission in the school year preceding school year in which this Agreement expires. Any Agreement so negotiated shall be reduced to writing, signed by the Board and the Association and be adopted by the Board at a public meeting.

B. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

C. The Board and the Association agree to work cooperatively to implement the Agreement herein set forth within all applicable laws of the State of New Jersey.

ARTICLE IV. GRIEVANCE PROCEDURE

A. Definitions

"Grievance" means a complaint by any member of the Association who feels that an inequitable, improper, or unjust application, interpretation, or violation of a policy, agreement, or administrative decision has been rendered to that member.

"Representative" means a member of the Association or any other person designated by the member.

"Immediate supervisor" means the person to whom the member is directly responsible under the table of organization prevailing in this school district.

B. Purpose

The purpose of the grievance procedure is to secure an equitable and just solution to problems which affect the terms and conditions of employment at the lowest possible level.

The intent is also to secure a uniform and appropriate method of resolving disputes and problems in a consistent manner.

Failure to respond to a grievance within the specified time limit will permit the grievance to move to the next level.

Failure of the grievant to appeal within the specified time limit shall be deemed to be acceptance of the disposition at the preceding level.

C. Procedure

1. A grievance must be filed within twenty (20) school days after its occurrence.
2. A member processing a grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal.
3. A member shall have the right to make his own presentation or to designate a representative to make the presentation or to be present with him at any level.
4. The member shall discuss the grievance with his immediate supervisor.
5. If the grievance is not resolved, the member shall submit his grievance to the Superintendent of Schools within five (5) school days, specifying:
 - a. the act or omission complained of
 - b. the specific article of the contract allegedly violated.
 - c. the remediation sought
6. Within ten (10) school days of receipt of the written grievance (unless a different period is mutually agreed upon), the Superintendent shall communicate his decision to the grievant, the Association, and the Principal.
7. In the event that the Superintendent fails to act in accordance with Paragraph 6 above, or, in the event a determination by him is deemed to be unsatisfactory by either party, the member, within ten (10) school days of the superintendent's determination, may appeal in writing through the superintendent to the Board of Education.

8. Where an appeal is taken to the Board of Education, the member shall submit:
 - a. the writings set forth in Paragraphs 5 and 6
 - b. a copy of said materials to the Superintendent
9. If the member does not request a hearing, the Board may consider the appeal on the written record submitted to it; or the Board may conduct its own hearing; or it may request additional written materials. Copies of any additional written material shall be given to the adverse parties who shall have the right to reply thereto.
10. The Board shall make a determination within forty-five (45) school days from the receipt of the grievance and shall notify the member, his representative, the principal, and the Superintendent in writing of its determination.
11. If the member is not satisfied with the disposition of the grievance as determined by the Board, or if no decision is rendered within forty-five (45) school days, the grievance may be submitted to advisory arbitration. In all other grievances, the disposition of the grievance by the Board shall be final.
12. The Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve.
13. If the parties are unable to agree upon an arbitrator, a request for a list of arbitrators may be made by either party to the American Arbitration Association. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.

ARTICLE V. INSURANCE PROTECTION

A. The Board agrees to provide health insurance, including family coverages where applicable, to all employees. The plan shall be equal to or better than the New Jersey State Health Benefits Plan in effect on 6/30/91 with the modifications noted in the summary of benefits which is attached to and made a part of this Contract as Appendix A.

1. The Board agrees to continue to make available the health maintenance organizations (HMO's) which are a part of the New Jersey State Health Benefits Plan. For the period from July 1, 1991 through February 28, 1994, the Board's monthly contribution to the cost of the HMO's shall equal and not exceed the monthly rates in effect for the New Jersey State Health Benefits Plan. Effective March 1, 1994, the Board's monthly contribution shall equal and not exceed the monthly rates then and thereafter in effect for the health plan then in place.

B. The Board will provide dental insurance, including family coverage where applicable, to all employees. The level of benefits will be equal to or better than the level of benefits in effect on 6/30/91 effective upon ratification of the agreement. A summary of the table of benefits is attached to and made a part of this agreement as Appendix B.

C. The Board will provide prescription insurances, including family coverage where applicable, to all employees. The co-pay per prescription will be \$4.00/\$2.00. A summary of the benefits is attached to and made a part of this agreement as Appendix C.

D. The parties agree to jointly study the feasibility of establishing a Section 125(I.R.S. Code) plan for the purpose of making available a cash option, a flexible spending account, a dependent care account and other such benefits as may be available under such a plan. It is understood and agreed that such an option can not result in an overall increase in the cost of benefits to the Board nor can such a plan result in a reduction or elimination of the basic medical coverage provided in Sections A, B, and C above.

E. Should the Board decide to change insurance carriers, the Board agrees to provide coverage which is equal to the coverage which is in force at the time of the change. The Association shall have the right to examine any change in carriers prior to the Board's decision to change the carrier.

ARTICLE VI. SICK LEAVE

A. Department Chairpersons shall be entitled to ten (10) days sick leave each school year, as of the first day of the school year. Unused sick leave days shall be accumulated from year to year with no limit.

B. When a tenured Department Chairperson has used all current and accumulated sick leave, he may be entitled to up to twenty (20) additional days for extended illness, at salary less the pay of a substitute. This number of days may be extended by vote of the Board. Extended illness shall be defined as illness which requires hospital or home confinement for more than five (5) days under the care of a physician and as certified by him. Beyond twenty (20) days or further limitation established by the Board, deductions shall then be made at the rate of 1/200 of the contract salary per working day.

ARTICLE VII. TEMPORARY LEAVE OF ABSENCE

A. Department Chairpersons shall be entitled to the following temporary leave of absence with full pay. Applications to the Superintendent through the building principal for the desired leave shall be made at least one day before the date of such leave. This one day limit may be waived by the Superintendent in case of emergency.

1. Personal

Three (3) days leave of absence for personal business matters which require absence during school hours.

Regulations Regarding the Approval of
Personal Leave Applications by the
Superintendent

- a. Approved leave to fulfill legal or other important personal responsibilities which cannot be scheduled after school hours or on days when school is not in session.
- b. Not approved for recreational purposes, extended vacations, college visitation, accompanying spouse on business or vacation, a second job, or frivolous activities.
- c. Not approved on the day before or the day after school closings, recesses, or vacation periods, except with prior approval from the Superintendent.
- d. One (1) of the personal days may be taken without prior permission of the Superintendent, but shall require at least one day prior written notice.
- e. Not approved during the month of June, but an exception may be made at the discretion of the Superintendent.
- f. All unused personal days shall be carried over and credited to unused sick leave for future use.

2. School Business

Time absent from normal duties when absence is for professional reasons with the prior approval of the Superintendent.

3. Death

- a. Up to five (5) days for death in the "immediate family" including wife or husband, son or daughter, mother or father, or any other relative residing in the same household as that of the Chairperson.
- b. Up to three (3) days for death in the "family" including father-in-law, mother-in-law, or any other relative not residing in the same household. Up to an additional two (2) days will be allowed if significant travel is involved.

4. Other

Other leaves of absence with pay may be granted by the Board upon recommendation of the Superintendent.

- B. 1. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the Chairperson is entitled.
2. Up to three (3) additional days per school year with the maximum deduction equal to the amount paid to a substitute employee, if one is employed for absence, as stated in Section A.3 above.

ARTICLE VIII.

EXTENDED LEAVES OF ABSENCE

A. A leave of absence without pay of up to one (1) year may be granted to any tenure teacher who joins the Peace Corps, VISTA, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fullbright Scholarship with Board approval.

B. A teacher on tenure may be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university.

C. Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment.

D. Any tenured employee who experiences a disability arising out of but not limited to surgery, hospital confinement, medical treatment, pregnancy, childbirth, miscarriage, and/or recovery shall notify the superintendent and receive disability leave upon presentation of documentation from a medical doctor.

1. The Board shall grant a disability leave for the certified period of disability and this leave shall be charged to accumulated sick leave of said employee. If the accumulated sick leave has been exhausted, disability leave shall be without pay, and health insurance coverage shall be in accordance with the provisions of the New Jersey State Health Benefits Plan at the employee's expense. This leave shall not exceed one year.

E. Any employee with tenure adopting an infant child may receive leave similar to maternity leave which shall commence upon his/her receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption.

F. A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of a tenure employee's immediate family. Additional leave may be granted at the discretion of the Board.

G. Other leaves of absence without pay may be granted by the Board in its discretion.

H.

1. Upon return from leave granted pursuant to Section A, B, or C, of this ARTICLE, an employee shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if he had not been absent, provided, however, that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure. An employee shall not receive increment credit for time spent on an unpaid leave granted pursuant to Section D, E or F of this ARTICLE, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.

2. All benefits to which an employee was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward the guide, shall be restored to him upon his return, and he shall be assigned to the same position which he held at the time said leave commenced, if available.

H. All extensions or renewals of leaves shall be applied for in writing prior to April 1st, preceding the school year, and if granted, shall be in writing.

I. All notices of intention to return from leave or to resign from position while on leave shall be requested in writing on or before April 1st preceding the school year.

ARTICLE IX. CHILD REARING/PREGNANCY SICK LEAVE

A. Any employee who becomes pregnant shall be entitled to use sick leave pursuant to the provisions of the negotiated Agreement for pregnancy-related illness or disability and/or, take an unpaid maternity leave, subject to the procedures set forth below.

B. General Procedures

1. Any employee who becomes pregnant shall notify the Principal and the Superintendent of Schools in writing within five (5) months of the pregnancy. Such notification shall state the anticipated delivery date.

2. After the fifth month of pregnancy, the employee shall furnish the Principal and the Superintendent with a certificate from the attending obstetrician or gynecologist stating that she is physically capable of performing the duties of her position, and shall continue to provide periodic certification of her continuing fitness to perform her duties.

3. A finding by the Principal that the employee's pregnancy interferes with the performance of her duties shall be documented in writing and referred through the Superintendent to the Board of Education. The Board shall review such documentation and shall, upon the recommendation of the Superintendent, make a determination as to the ability of the employee to continue.

4. After childbirth, the employee may return to work upon submission of a report from her obstetrician or gynecologist, stating that she is medically fit to perform all the duties of her position. The employee shall keep the Superintendent informed, in writing, of the intended date of return if she does not intend to apply for extended leave of absence.

5. A finding by the Principal that the effect of an employee's condition after return from childbirth interferes with the performance of her duties shall be documented in writing and referred through the Superintendent, to the Board of Education. The Board shall review such documentation and shall, upon recommendation of the Superintendent, make a determination as to the ability of the employee to continue to work.

6. The Board of Education reserves the right to require any teaching staff member to submit to a medical examination by a physician selected by the Board of Education. The Board will assume, without further medical certification, in ordinary circumstances, that a pregnant employee is disabled from work one month before the anticipated date of childbirth, and continues to be disabled for six weeks after her pregnancy is terminated.

C. Pregnancy Sick Leave

1. An employee is entitled to use sick leave for pregnancy-related illness or disability.

2. Use of sick leave for pregnancy-related illness or disability shall be governed by the provisions of the negotiated Agreement applying to sick leave.

3. The Board paid provision for up to twenty (20) additional days for extended illness, at salary, less the pay of a substitute, shall not apply to requests for pregnancy sick leave by tenure employees.

4. No employee on child rearing leave or on any other type of unpaid extended leave is entitled to the use of sick leave.

D. Leave of Absence

1. Any employee who becomes pregnant and fails to provide the medical certification required pursuant to Section B. 2, above, shall be placed on unpaid disability leave immediately.

2. An unpaid disability leave may be granted at any time during pregnancy upon presentation of a certificate from an obstetrician or gynecologist stating that such disability leave is vital to the employee's health, upon at least sixty (60) days prior notice to the Superintendent of Schools. Such request for leave shall state for what length of time such leave is requested.

3. An employee shall be permitted to return from disability leave upon satisfying certification requirements set forth in Section B. 4, above, provided that no determination of unfitness is made in accordance with Section B. 5 above.

4. An employee who exhausts her sick leave for pregnancy-related illness or disability may at that time be granted an unpaid disability leave of absence.

5. Request for extended leave for child rearing shall be made in writing on or before April 1st preceding the school year for which such request is made.

6. Extended leave for child rearing may be granted to tenured employees without pay for up to one (1) year in addition to the year in which the leave begins. Extended leave for child rearing may be granted to non-tenured employees without pay for up to the end of the school year in which the leave occurs. Return from extended leave shall occur on September 1.

7. All notices of intention to return from leave or to resign from position while on leave shall be requested in writing on or before April 1st preceding the school year.

ARTICLE X. PROFESSIONAL DEVELOPMENT /
EDUCATIONAL IMPROVEMENT

Each Department Chairperson may be granted upon request and with the approval of the Superintendent the opportunity to attend workshops, in-services, end/or conventions in his or her discipline.

ARTICLE XI. EMPLOYEE EVALUATIONS

A. While the primary focus of the staff evaluation system is to encourage professional growth, staff evaluation requires all employees to meet certain established performance expectations. This process should be continuous and constructive and should take place in an atmosphere of mutual trust and respect. The process is a cooperative effort on the part of the supervisor and the employee. Taking this into account, the procedure shall be as follows;

1. An employee shall have the right to see his evaluation reports and shall receive a copy of all evaluation reports.

2. If derogatory reports and materials are to be retained for other than investigative purposes, the employee shall receive a copy of the reports or letters, and given the opportunity to file a written answer to such material. This answer will be placed along with the derogatory material in the employee's file. If the material is not to be retained, it shall be destroyed by the Superintendent immediately.

3. a. Observations should contain as many clearly stated suggestions for employee improvement as it is possible to make.

b. If observations indicate an employee's performance is unsatisfactory, in the subjective judgment of the administration, a total of not less than five observations shall be made by the Superintendent, principal, and/or department head before final evaluation of the employee is made.

c. Evidence of undesirable traits or practices shall be stated in writing on the observation sheet and a copy of this observation sheet shall be made available to the employee. The observation sheet will be based on all factors to be considered when judging the employee's ability to perform his duties.

4. a. Contract renewals for any employee in the first three (3) years of his experience in Haddon Township shall be based on the recommendations of the Administration. Extreme care will be exercised to give everyone adequate opportunities to benefit from guidance or in-service training before a final decision is made to dismiss the employee.

b. All dismissal notices will be given in accordance with statutory timetable requirements.

ARTICLE XII.

EMPLOYEE RIGHTS

A. No employee shall be disciplined without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

B. Whenever any employee is required to appear before the Board or any committee thereof concerning any matter which could adversely affect the continuation of that employee in his office, position, or employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.

C. If an employee is publicly disciplined or criticized in the presence of students, parents, or other public gatherings, the employee or the Association may request a meeting with the Superintendent, who shall investigate the facts of the case with all parties concerned and report, in writing, to the employee and the Association.

ARTICLE XIII. ASSOCIATION RIGHTS AND PRIVILEGES

- A. Representatives of the Association and the New Jersey Principals and Supervisors Association may be permitted to transact official Association business on school property at reasonable times provided that permission has been granted by the building principal or his designee.
- B. The Association and its representatives may have the right to use school buildings at reasonable hours for meetings provided permission has been granted by the Superintendent or his designee.
- C. The Association may use the school mailboxes in a reasonable manner.
- D. The rights and privileges of the Association and its representatives as set forth in the Agreement shall be granted only to the Association as the exclusive representative of the bargaining unit and to no other organization.

ARTICLE XIV. SCHOOL CALENDAR.

Prior to December first of each school year the Association shall meet with the Superintendent and submit its recommendations for the following year's school calendar.

ARTICLE XV.

EMPLOYEE ASSIGNMENT

A. Employees shall be notified of their contract and salary status for the ensuing year in accordance with statutory timetable requirements.

ARTICLE XVI. VOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Employees who desire a change in working assignment or who desire to transfer to another building, may file a written statement of such desire with the Superintendent not later than April 1 of the academic year preceding the academic year for which the change is desired. Such statement shall include the assignment to which the employee desires to be assigned and the location of school to which he desires to be transferred in the order of preference. Employees who are unsuccessful in having their transfer or reassignment honored shall indicate in writing to the Superintendent each year if they continue to desire a change.

ARTICLE XVII.

INVOLUNTARY TRANSFERS AND REDUCTIONS IN FORCE

A. In the event of an involuntary transfer or reassignment, the employee shall have the right to a conference with the Superintendent. The employee may, at his option, have an Association representative present at such meeting.

B. If a reduction in force is being considered the Board shall notify and consult with the Association as soon as practicable but not less than thirty (30) days before the layoff is to take place.

C. Any reduction in force shall be carried out in accordance with Title 18A, New Jersey Statutes Annotated, and Title 6, New Jersey Administrative Code, after due notification to the Association.

ARTICLE XVIII.

VACANCIES

A. Notice of vacancies shall be given to the president of the Association and shall be posted in the central office of each school. Notices shall be posted at a reasonable time in advance of contemplated action in order to give the prospective applicants a reasonable opportunity to apply, except in case of an emergency. Notice shall contain the qualifications for the position, the salary range and the deadline for application.

B. Notices of vacancies which occur during the summer will be mailed to the Association President.

ARTICLE XIX. PAYMENT FOR UNUSED SICK LEAVE

A. Effective July 1, 1991 and for the term of this Agreement, any Department Chairperson who retires according to the provisions of the T.P.A.F. or P.E.R.S. in order to receive immediate benefits and not merely "deferred retirement" and has fifteen(15) or more years of service in the Haddon Township School District shall be eligible for payment for unused sick leave.

B. To be eligible for the payment, an employee must notify the Board of the intention to retire at least seven (7) full months prior to the effective date of the retirement to be eligible for the bonus to be paid on July 1. If the employee notifies the Board after December 1, it will result in payment of the bonus the following year on July 1.

C. Sick days eligible for reimbursement shall be those

which were accumulated in the Haddon Township School District when an employee retired. The maximum number of sick days which may be accumulated shall be the same as in the HTEA Agreement with the Board.

- D. The amount shall be computed for Department Chairpersons at the same rate as is determined in the Agreement between the Board and the HTEA.

ARTICLE XX. SALARIES

- A. The salaries for certified Department Chairpersons shall be paid according to Schedule A.
- B. The salaries for Department Chairpersons' work done during the summer on days other than those required in Article XXI A shall be paid according to Schedule B.
- C. Department Chairpersons may elect to have ten (10) percent of their monthly salary deducted from their pay. These funds shall be paid to the Department Chairperson on the final payday in June, or in two equal payments on July 15 and August 15 as elected by the Department Chairperson.
- D. When a payday falls on or during a school holiday, vacation or weekend, pay checks shall be issued on the last previous work day.
- E. The schedule of paydays shall be issued to all Department Chairpersons during or before the first week of school.
- F. A Department Chairperson who selects the option of summer payment shall have this option continued once selected, until notification of his wish to discontinue is presented to the Board Secretary in writing. Such notice of discontinuance must be received on or before July 1 for it to be effective for the following academic year.
- G. Salaries paid for extracurricular and coaching positions shall be distributed three times each year, November 30, March 15, and June 15 by separate checks. For yearlong positions, the appropriate stipend shall be issued in three equal installments.
- H. Department Chairpersons who are required to use their automobiles on school business shall be reimbursed at the current I.R.S. rate for mileage reimbursement.

ARTICLE XXI. WORKING CONDITIONS AND LOAD

- A. The Department Chairperson work year shall include, in addition to the regular school calendar for pupils, two workshop days prior to the opening of school in September and two in-service days to be scheduled during the school year. One additional work day may be required by the Superintendent during the summer.
- B. The daily teaching load of a Department Chairperson shall be a maximum of four (4) teaching periods or their equivalent, taking into account the duties related to that department and the number of teachers supervised.
- C. Department Chairpersons shall have a duty-free lunch period of at least the length of the students' lunch period.
- D. Department Chairpersons shall complete one (1) official evaluation of tenured teachers each semester and one (1) official evaluation of any non-tenured teacher each marking period. Additional observations may be made as deemed necessary by the Chairperson or the Principal.
- F. Department Chairpersons shall engage in articulation with the elementary teachers and principals with regard to their specific discipline.

ARTICLE XXII. MISCELLANEOUS PROVISIONS

- A. The Department Chairperson shall participate in the selection of a new teacher in that department. The Department Chairperson shall make recommendations regarding retention of all teachers in his department annually.
- B. Department Chairpersons shall be consulted if any alterations are made in the job description for Department Chairperson.
- C. The Board and the Association agree that each has the right by law, without restraint or coercion, to select its own representation for collective negotiations.
- D. If any provision of this Agreement is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force

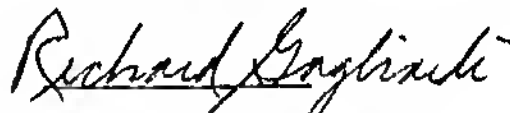
and effect.

- E. There shall be no changes in Board policies regarding salaries, hours, terms and conditions of employment without negotiations with the Association
- F. Copies of this Agreement shall be duplicated within thirty (30) days after the Agreement is signed at the Board's expense.

ARTICLE XXIII. DURATION OF THE AGREEMENT

The provisions of this Agreement shall be in effect July 1, 1991 and shall continue and remain in full force and effect to and including June 30, 1994

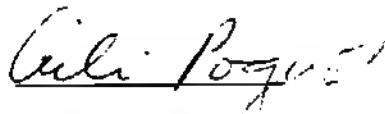
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.



President of the Association



President of the Board



Secretary for the Association



Secretary for the Board

SCHEDULE A
CHAIRPERSON SALARY GUIDE

<u>STEP</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>
1	36,000	37,000	38,000
2	40,000	41,000	42,000
3	43,400	45,000	46,000
4	45,200	49,000	51,000
5	47,500	51,000	53,900
6	48,500	53,500	55,000
7	50,000	54,000	58,900
8	51,500	54,500	59,500
9	53,500	55,000	60,000
10	54,000	57,500	61,000

SCHEDULE B SUMMER PAY

SUMMER OF 1991 - \$ 17.50 PER HOUR

SUMMER OF 1992 - \$ 25.00 PER HOUR

SUMMER OF 1993 - \$ 26.00 PER HOUR

APPENDIX A

HEALTH INSURANCE - \$CHEDULE OF BENEFITS

MEDICAL

Hospital Room and Board	Semiprivate in full for 365 days per calendar year; 30 days for Mental Illness.
Hospital Miscellaneous	Unlimited
Preadmission Testing	Charges involved with all tests performed on an outpatient basis within 7 days of confinement at the same hospital will be covered in full.
Surgical	Reasonable & Customary in full.
Anesthesia	Reasonable & Customary in full.
2nd Opinion Consultation	Reasonable & Customary in full for non-emergency elective surgery.
X-Ray and Lab	Reasonable & Customary in full.
Doctor's Visit (In-hospital)	Reasonable & Customary in full, 365 days per calendar year.
Additional Accident	\$300 Maximum
Radiotherapy	\$560 Schedule allowance, per person per year.
-Physical Therapy	\$50 per year per person on 100% basis.
-Routine Physical	One routine physical every 24 consecutive months per person. Reasonable & Customary in full.

MAJOR MEDICAL

Maximum	Unlimited
Deductible	\$200 per person, per calendar year with no more than \$400 accumulative per family per year. Effective 1993-94, \$300 per person, per calendar year with no more than \$500 accumulative per family per year.
Coinsurance	80% on 1st \$2000 expenses; then 100% for balance of calendar year.

Mental & Nervous:
(Outpatient)
(Inpatient)

80% of a Reasonable & Customary charge.
Semi-private, payment at 80%.

Total Maximum

For outpatient and inpatient, there
is a lifetime maximum of \$20,000.

Well Baby Care

80% of routine care up to age 4.

APPENDIX B

DENTAL PLAN

DEDUCTIBLE	None
MAXIMUM	\$1,000 payable per person, per calendar year with Orthodontia limited to an additional \$800 per person, over 5 consecutive years.
BENEFITS	<p><u>Class I</u> - Diagnostic and General Plan pays 90% of Reasonable and Customary charges for:</p> <ul style="list-style-type: none">a. examinationsb. emergency treatmentsc. x-rays and lab testsd. teeth cleaning - prophylaxise. flouride treatmentsf. space maintainers <p><u>Class II</u> - Plan pays 60% of Reasonable and Customary charges for:</p> <ul style="list-style-type: none">a. anesthesiab. restorative - fillings, recementing of inlays and crowns; crowns, inlays and gold restorations will be provided when teeth cannot be restored with other materialsc. endodontics - pulp capping and root canal therapyd. periodontics - gum disease treatment & surgerye. prosthodontics - maintenance of dentures & bridgesf. oral surgery and extractions <p><u>Class III</u> - Plan pays 50% of Reasonable and Customary charges for:</p> <ul style="list-style-type: none">a. gold & Porcelain inlaysb. gold foil restorationsc. crowns - capping of teeth (as part of bridge)d. prosthodontics - making and installing the bridges and dentures <p><u>Class IV</u> - Plan pays for 50% of Reasonable and Customary charges for:</p> <ul style="list-style-type: none">a. orthodontia - braces on teeth (children only)
CHILDREN	Dependent children covered to age 19; 23 if full-time student, to 7/1/92. From 7/1/92, dependent children covered to the end of the calendar year in which they turn 23, living in a normal parent/child relationship.
DENTAL CAPITATION OPTION	Will be made available if the carrier is able to benefit as part of overall dental program

Note: Benefits retroactive to the first day of the month following ratification. (November 1, 1991)

APPENDIX C

PRESCRIPTION DRUG PLAN

ADMINISTERED BY: Paid Prescriptions, Inc.

INSURED BY: Connecticut General Life Insurance Company

WRITTEN THROUGH: Grinspec, Inc. Trust

DEDUCTIBLE: \$4.00/\$2.00 co-pay

ORAL CONTRACEPTIVES: Excluded, unless prescribed to treat a medical condition.

GENERIC DRUGS: Deductible reduced to \$2.00 if prescription filled with Generic Drugs.

MAIL ORDER BENEFIT: Supplies of up to 90 days are available through a mail order arrangement with no deductible applied.

DEPENDENT CHILDREN: Dependent children covered to age 19; 23 if full-time student 1/1/92. From 1/1/92, dependent children covered to the end of the calendar year in which they turn 23, living in a normal parent/child relationship.

LIMITATION: No payment will be made for expenses incurred for:

- * immunization agents, biological sera, blood or blood plasma;
- * experimental drugs labeled "Caution-limited by Federal Law to investigational use";
- * medication which is taken or administered, in whole or in part, at the place where it is dispensed or while a person is a patient in an institution which operates or allows to be operated, on its premises a facility for dispensing pharmaceuticals;
- * any refill dispensed more than one year from the date of a physician's order;
- * more than a 34 day supply or more than 100 unit doses, whichever is greater when dispensed in any one prescription order. See mail order benefit above;
- * any medication which may be obtained without charge through any public program, other than Medicaid.